



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, सोमवार, ५ जुलाई, १९६६/१४ आवाह, १८८८

GOVERNMENT OF HIMACHAL PRADESH

LIEUTENANT GOVERNOR'S SECRETARIAT

NOTIFICATION

Simla-4, the 8th June, 1966

No. SAD. 25-482/58.—In exercise of the powers delegated by the President under the proviso to Article 309 of the Constitution, vide Government of India, Ministry of Home Affairs, Notification No. F. 27/59-Him (i), dated July 13, 1959 the Administrator (Lieutenant Governor), Himachal Pradesh, is pleased to make the following Rules in regard to the following matters, namely:—

- (i) the method of recruitment to the Lieutenant Governor's Secretariat, Himachal Pradesh, Class III Service;
- (ii) the qualifications necessary for appointment to such service and posts; and
- (iii) the conditions of service of persons appointed to such service and posts for the purposes of probation, confirmation, seniority and promotion.

RECRUITMENT RULES

PART I—GENERAL

1. *Short title and commencement.*—(a) These rules may be called the Lieutenant Governor's Secretariat, Himachal Pradesh Class III Service (Recruitment, Promotion and certain conditions of Service) Rules, 1965.

(b) These rules shall come into force from the date of Notification in the Official Gazette.

2. Definitions.—In these rules, unless there is any thing repugnant in the subject or context:—

- (a) “Recognised University” means any University incorporated by law in India.
- (b) “Government” means the Administrator (Lieutenant Governor) of the Union Territory of Himachal Pradesh.
- (c) “The Service” means the Lieutenant Governor’s Secretariat, Himachal Pradesh, Class III Service.
- (d) “Direct appointment” means an appointment made otherwise than by promotion from amongst the members of the service or by transfer of an official already in the service of Government or of the Union.
- (e) “Scheduled Castes” means the Castes, Races or Tribes or parts of or groups within Castes, Races or Tribes specified in the Constitution (Scheduled Castes) (Union Territories) Order, 1951 as amended by part V of Schedule II read with sub-section (2) of section 3 of the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956 (63 of 1956).
- (f) “Scheduled Tribes” meanst he Tribes or Tribal Communities or parts of or groups within Tribes or Tribal Communities specified in Schedule to the Constitution (Scheduled Tribes) (Union Territories) Order, 1951, as amended by part IV of Schedule IV read with sub-section (2) of section 4 of the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956 (63 of 1956).
- (g) “Member” means a member of the Himachal Pradesh Secretariat.

PART II—RECRUITMENT TO SERVICE

3. Character of posts.—The character (i.e. designation, grade etc.) of the various posts included in the service and their rates of pay shall be as indicated in Annexure I to these rules.

4. Authority empowered to make appointment.—All appointments to posts in the service shall be made by the Head of the Department or any other authority declared as such by the Administrator (Lieutenant Governor), Himachal Pradesh.

5. Nationality, eligibility and age etc.—(1) A candidate for appointment to any post in the service must be:—

- (a) A citizen of India, and
- (b) (i) Who or whose father has been continuously residing in Himachal Pradesh for a period of not less than three years immediately preceding the last date fixed for making applications for appointment to a post, or
- (ii) Whose father, if dead, continuously resided in Himachal Pradesh for a period of not less than three years immediately preceding his death and who has, after the death of his father, continued to reside in Himachal Pradesh upto the last date fixed for making applications for appointment to a post:

Provided that any period of temporary absence from Himachal Pradesh for the purpose of prosecuting his studies or for undergoing medical treatment or any period of such temporary absence not exceeding three months for any other reason, shall not be deemed to constitute a break in the continuity of such residence, but for the purpose of calculating the said period of three years any such period of temporary absence shall be excluded; and

(iii) Who produces before the appointing authority concerned, if so required by it, a certificate of eligibility granted under rule IV of the Himachal Pradesh, Manipur and Tripura Public Employment (Recruitment as to Residence) Rules, 1959:

Provided further that in case the Administrator (Lieutenant Governor), Himachal Pradesh in any exceptional case and for reasons to be recorded in writing, relaxes the provisions of sub-rule (1) of this rule, in exercise of his discretion under rule 5 of the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to Residence) Rules, 1959, a candidate for appointment to any post in the service must be:—

- (a) A citizen of India, or
- (b) A subject of Sikkim, or
- (c) A subject of Nepal, or
- (d) A person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if he belongs to category (c) or (d) he must be a person in whose favour a certificate of eligibility has been given by the Government of India:

Provided further that if he belongs to category (d), the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority; and

(2) Unless he is already in Government service must produce:—

- (i) a certificate of good moral character from the Principal Academic Officer of his University, College, School or the Head of his educational or technical institution last attended;
- (ii) certificates of good moral character from two responsible persons, not being his relatives, who are well acquainted with him in private life and unconnected with his University, College, School, or other educational or technical institution;
- (iii) a medical certificate, as required by rule 10 of Fundamental Rules and rules 3 and 4 of Supplementary Rules;
- (iv) a declaration to the effect that he has not more than one living wife—
 - (a) no person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to service;
- (v) in the case of female Government servant, a declaration to the effect that she has not married a person having already a living wife—
 - (a) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to service;

Provided that the Himachal Pradesh Government, may, if satisfied that there are special grounds for doing so, exempt any person from the operation of rules in clauses (iv) and (v) above with the approval of the Central Government.

(3) Must not be less than 18 years and not more than 25 years of age on the date of his appointment:

Provided further that minimum and maximum age limits as prescribed may be relaxed in pursuance of the instructions laid down in Government of India, Ministry of Home Affairs, O.M. No. 4/7/56-RPS, dated November 30, 1956 (Annexure II) to these rules and of administrative instructions given in Appendix 3 of the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules, Volume II:

Provided further that the maximum age limit may be relaxed in the case of Scheduled Castes/Tribes candidates, displaced persons and other special categories in accordance with the orders issued by the Government of India from time to time.

6. *Educational and technical qualifications of candidates.*—No person shall be appointed to the service, unless in the case of appointment to the post of:—

(i) *Junior Clerk.*—He has passed the Matriculation examination of a recognised University or above and possesses a speed of 30 words per minute in typewriting:

Provided that the condition of qualifying the typewriting test will not apply in the case of physically handicapped persons who are otherwise eligible for appointment to posts of Junior Clerks in service under these rules, and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the handicapped (or by a Civil Surgeon where there is no such Board). Provided further that the persons appointed as junior clerk and who do not possess the prescribed speed in typing will neither be eligible to draw increments in the pay scale nor will they be entitled to confirmation in the grade till they acquire the prescribed speed in typewriting.

(ii) *Senior Clerk.*—He has passed the Intermediate/Senior Cambridge/Higher Secondary examination of a recognised University/Board or some other examination declared equivalent to the above examinations;

the prescribed educational qualifications will be relaxed in the case of departmental promotions provided that the departmental promotee is either permanent or quasi-permanent in the grade of Junior Clerks and has put in at least 3 years of service in that grade.

(iii) *Assistant.*—He has passed a Degree examination of a recognised University, the prescribed educational qualifications will be relaxed in the case of departmental promotion provided that the departmental promotee is either permanent or quasi-permanent in the grade of Senior Clerks or Junior Grade Stenographers and has also put in at least 5 years of service in the grade of Senior Clerks or Junior Grade Stenographers, as the case may be.

(iv) *Assistant in-charge.*—He has normally rendered 3 years' service (officiating or confirmed) as an Assistant or Senior scale Stenographer.

(v) *Senior Grade Stenographer*.—He has passed the Degree examination of a recognised University and possesses a speed of 120 words per minute of English short-hand or of 80 words per minute of Hindi short-hand and a speed of 35 words per minute of English or 20 words of Hindi typewriting or in the case of promotion he possesses three years' experience as Junior Grade Stenographer.

(vi) *Junior Grade Stenographer*.—He has passed the Matriculation examination of a recognised University and possesses a speed of 100 words per minute of English short-hand or 60 words per minute of Hindi short-hand and a speed of 35 words per minute of English or 20 words of Hindi typewriting.

(vii) *Car Driver*.—He possesses a driving licence and is literate:
Provided that the conditions as prescribed above may be relaxed, in special circumstances, by orders of the Government.

7. *Method of Recruitment*.—Posts in the service shall be filled either by promotion or by direct appointment in the following manner:—

- (i) *Junior Clerks*.—By transfer of a person already in the service of the Union or by direct recruitment.
- (ii) *Senior Clerks*.—2/3rd of the total number of posts will be filled by promotion on the basis of seniority subject to the rejection of unfit out of the Junior Clerks and the remaining 1/3rd posts will be filled by direct recruitment through competitive examination. Serving Junior Clerks will, however, be eligible for competition with direct recruits irrespective of their length of service and qualifications.
- (iii) *Assistants*.—75% of the posts will be filled by promotion on the basis of seniority subject to the rejection of unfit out of Senior Clerks and Junior Scale Stenographers (percentage roughly in accordance with the ratio between the members of Senior Clerks and Junior Scale Stenographers) who have served at least for five years in that capacity, and 25% of the posts by direct recruitment on the basis of other competitive examination. Serving Senior Clerks and Junior Scale Stenographers will, however, be eligible for competition with direct recruits irrespective of their length of service and qualifications.
- (iv) *Assistant in-charge*.—By selection through the Departmental Promotion Committee out of Assistants and Senior Scale Stenographers (percentage roughly in accordance with the ratio between the members of Assistants and Senior Scale Stenographers) who have normally put in three years' service as Assistants or Senior Scale Stenographers (officiating or confirmed).
- (v) *Senior Scale Stenographers*.—2/3rd of the posts shall be filled by promotion on the basis of seniority subject to the rejection of unfit out of the Junior Scale Stenographers who have served at least for three years in that capacity and 1/3rd by direct recruitment. Serving Junior Scale Stenographers will, however, be eligible for competition with the direct recruits irrespective of their length of service and qualifications.
- (vi) *Junior Scale Stenographers*.—By direct recruitment on the basis of competitive examination.

(vii) *Car Drivers.*—By transfer of a person already in the service of the Union or by direct recruitment:

Provided that 23% and 5% of the vacancies shall be filled up from the candidates belonging to Scheduled Castes and Scheduled Tribes respectively subject to the minimum qualifications being satisfied by them:

Provided further that the vacancies reserved for outside candidates shall be intimated to the Heads of Departments or Heads of Offices, as the case may be, and they shall be asked to recommend names of suitable candidates working in their offices; otherwise vacancies shall be notified to the Employment Exchanges in Himachal Pradesh or will be advertised.

8. *Selection by Departmental Promotion Committee.*—The Departmental Promotion Committee shall be as follows:—

- (i) Secretary to the Lieutenant Governor;
- (ii) Under Secretary (Border);
- (iii) Private Secretary to the Lieutenant Governor.

Offers of appointment shall be made strictly in accordance with the order in which the candidates are placed at the time of selection.

PART III—CONDITIONS OF SERVICE

9. *Probation of members of service.*—(i) Members of the service who are appointed against permanent vacancies shall, on appointment to any post in the service remain on probation for a period of two years.

Explanation.—Approved officiating service shall be taken as a period spent on probation but no member who is officiating in any appointment shall on the completion of the probationary period prescribed, be confirmed until he is appointed against a permanent vacancy.

(ii) If the work or conduct of any member during his period of probation, is, in the opinion of the appointing authority, not satisfactory, the appointing authority may dispense with his services or revert him to his former post if he has been appointed to that post otherwise than by direct recruitment.

(iii) On the completion of the period of probation of any member, the appointing authority prescribed in Rule 4, may confirm such member in his appointment or if his work or conduct has, in the opinion of the appointing authority, not been satisfactory, may dispense with his service, or revert him to his former post, if he has been appointed otherwise than by direct appointment, or may extend the period of probation and thereafter pass such orders on the expiry of probation as it could have passed on the expiry of the first period of probation:

Provided always that the total period of probation including extension, if any, shall not exceed four years.

10. *Scale of pay etc. of the service.*—The grades of pay of each class of service are mentioned in Appendix I to these rules and are subject to revision from time to time.

11. *Discipline.*—In respect of discipline, punishment and appeals, the members of the services shall be governed by the provisions of Central Civil Service (Classification, Control and Appeal) Rules, 1957 and the Central Civil Services Conduct Rules, 1964, as amended from time to time.

12. Seniority of Members of Service.—(1) Subject to the provisions of paragraph (2) below, persons appointed in a substantive or officiating capacity to a grade prior to the issue of these rules shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall *en-block* be senior to all others in that grade.

Explanation.—(a) For the purpose of these rules:

- (a) persons who are confirmed retrospectively with effect from a date earlier than the issue of these rules, and
- (b) persons appointed on probation to a permanent post substantively vacant in a grade prior to the issue of these rules, shall be considered to be permanent officers of the grade.

(2) Subject to the provisions of paragraph (3) below, permanent officers of each grade shall be ranked senior to persons who are officiating in that grade.

(3) **Direct Recruits.**—Notwithstanding the provisions of Rule (2) above the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment, on the recommendations of the selecting authority, persons appointed as a result of an earlier selection being senior to those appointed a result of a subsequent selection:—

- (i) Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit;
- (ii) Provided further that a person who does not join within the specified period shall lose his seniority according to the select list and shall rank in the seniority list next to the person who joined earlier;
- (iii) Provided further that he shall not lose his seniority, if the fact of his joining later was caused by circumstances beyond his control and for the reasons recorded in writing, the appointing authority is satisfied that this was so.

(4) **Promotees.**—(i) The relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotion:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where promotions to a grade are made from more than one grade, the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter, the Departmental Promotion Committee shall select persons for promotion from each list upto the prescribed quota and arrange all the candidates selected from different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade.

(5) **Relative seniority of direct recruits and promotees.**—The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively in these rules.

(6) *Transferees*.—The relative seniority of persons appointed by transfer to the service from the subordinate offices or the Central Government or other departments of State Governments shall be determined in accordance with the order of their selection for such transfer.

EXPLANATORY MEMORANDUM

Rule (4) (i).—where promotions are made on the basis of selection by a Departmental Promotion Committee, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.

Rule (5).—A roster should be maintained based on the reservation for direct recruitment and promotion in the Recruitment Rules. Appointments should be made in accordance with this roster and seniority determined accordingly.

Illustration.—Where 75% of the vacancies are reserved for promotion and 25% for direct recruitment, each direct recruit shall be ranked in seniority below 3 promotees. Where the quotas are 50% each, every direct recruit shall be ranked below a promotee. If for any reason, a direct recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not be re-arranged merely for the purpose of ensuring the proportion referred to above.

13. *Leave and pensions etc.*.—In respect of leave, pension and other (cognate) matters not specifically mentioned in these rules, the members of the service shall be governed by the Revised Leave Rules, 1933, given in Appendix 7-A, Volume II of the Post and Telegraphs Compilation of the Fundamental and Supplementary Rules and the Pension Rules promulgated by the Government of India in Finance Ministry's Office Memo, No. F. 3-(1)-Est. (Spl)/47, dated April 17, 1950 as amended from time to time, unless one has already exercised option otherwise.

14. *Training and examination etc.*.—The members of service shall have to qualify examinations or to undergo training as may be prescribed by the Government from time to time for any class of posts.

15. *Other conditions of service*.—In respect of conditions of service other than those covered by these rules members of the service shall be governed by the Government of India, Ministry of Home Affairs' Notification No. 27/59-Him (ii), dated July 13, 1959.

L. N. SAKLANI,
Secretary.

ANNEXURE I

ANNEXURE TO LIEUTENANT GOVERNOR'S SECRETARIAT
CLASS III SERVICE RECRUITMENT AND PROMOTION RULES

<i>Character of posts</i>	<i>Grades</i>
1. Assistant-in-charge	Rs. 210-10-290-15-320-EB-15-425 plus Rs. 30 p.m. Special pay.
2. Assistant	Rs. 210-10-290-15-320-EB-15-425.
3. Senior Scale Stenographer.	Rs. 210-10-290-15-320-EB-15-425.
4. Junior Scale Stenographer.	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300.
5. Senior Clerk	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300.
6. Junior Clerk	Rs. 110-3-131-4-155-EB-4-175-5-180.
7. Car Drivers	Rs. 110-3-131-4-139.

ANNEXURE II

Copy of office Memo. No. 4/7/56-RPS, dated November 30, 1956, from the Under Secretary to the Government of India, Ministry of Home Affairs, to all Ministries etc.

Subject.—Minimum age limit for recruitment to clerical posts not made through the Union Public Service Commission.

Reference.—This Ministry's Office Memo. No. 4/7/56-RPS, dated March 20, 1956.

Replies received from Ministries and other offices to this Ministry's Office Memo. referred to above show a consensus of opinion in favour of the proposals made in that Memorandum. It has accordingly been decided that for recruitment to clerical posts under the Central Government made without reference to the Union Public Service Commission the minimum age limit should be 18 years. Heads of Departments are authorised to make a relaxation in exceptional cases, of this limit by not more than one year.

2. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General.

VIDHAN SABHA SECRETARIAT
NOTIFICATION

Simla-4, the 4th June, 1966

No. 4-3/66-V.S.—In exercise of the powers vested in him under sub-rule (2) of Rule 3 of the Himachal Pradesh Legislative Assembly (Members) (Housing Facilities) Rules, 1965, the Speaker, Himachal Pradesh Legislative

Assembly, has been pleased to prescribe the following terms and conditions regulating the use of accommodation as also the rates chargeable in the Legislator's (Lytton Block Grand Hotel) and Western Block at Simla:

1. The accommodation in the aforesaid Legislators' Hostel is intended primarily for the convenience and use of members of the Himachal Pradesh Legislative Assembly.
2. The demarcation or declaration of suites in the Hostel as "double bed" or "single bed" suites as also allotment of suites will be made or caused to be made by the Secretary Vidhan Sabha.
3. For the period beginning three days before the commencement of a session and ending three days after the termination of the session and two days before the commencement of a meeting of a Himachal Pradesh Legislative Committee and two days after the termination of the Committee all suites shall be reserved for allotment to the said Legislators subject to the provision contained in paras 4 and 5 below:—
4. Allotment of accommodation shall be made in the following manner:
 - (a) Normally applications in case of advance reservations in form 'A' appended to this Notification may be made to the Secretary, Himachal Pradesh Vidhan Sabha with a clear three days notice in case of the Legislators and in form 'B' appended to these rules at five days notice by others.
 - (b) On arrival, the intending lodger, should fill in the form 'A' or form 'B' as the case may be, if he has not reserved the accommodation in advance and sign the visitors book maintained by the Receptionist on arrival and departure. He will be allotted the accommodation provided the same is available.
 - (c) The allotment of accommodation in every case will be made in the order of priority of receipt of applications.
5. During off-session period of reservation of accommodation may be made in favour of the following categories of applicants also subject, however, to the conditions that priority shall be given to the Legislators and subject further to the conditions that such applicants shall vacate the accommodation on a notice of 24 hours:—
 - (i) Member Parliament from Himachal Pradesh.
 - (ii) Members Parliament from other States and Members of other State Legislatures.
 - (iii) Gazetted Officers of the Himachal Pradesh Government on duty.
 - (iv) Gazetted Officers of the Himachal Pradesh Government not on duty.
 - (v) Gazetted Officers of the Central and other State Government.
 - (vi) Gazetted officers of the Central and other State Government not on duty.
 - (vii) Other suitable non-officials with the prior special permission of the Speaker or in his absence, of the Secretary, Himachal Pradesh Vidhan Sabha.
6. The charges per day for lodging shall be as follows:

	Single room suite	Elec- tricity charges	Double bed suite	Elec- tricity charges
(a) From Member of Himachal Pradesh Legislative Assembly (both during session and non-session days).	Rs. 2.00	Rs. 0.50	Rs. 3.00	Rs. 0.50
(b) From Members of Parliament from Himachal Pradesh.	2.00	0.50	3.00	0.50
(c) From Members of Parliament from other States and Members of other State Legislatures.	4.00	0.50	6.00	0.50
(d) Gazetted officer of the Himachal Pradesh Government on duty.	4.00	0.50	5.00	0.50
(e) Gazetted Officers of the Himachal Pradesh Government not on duty.	6.00	0.50	9.00	0.50
(f) Gazetted Officers of the Central and other State Governments on duty.	4.00	0.50	6.00	0.50
(g) Gazetted Officer of the Central and other State Governments not on duty.	6.00	0.50	9.00	0.50
(h) For others not including in (a) to (g) above.	6.00	0.50	9.00	0.50

The above charges shall include services and water charges only. The charges for hot water and heater would be extra at the rate of Re. 0.25 Paise per bucket and Re. 1 per heater per day respectively.

Charges for articles of linen supplied shall be extra at the following rates for every 24 hours or part thereof: matteress of linen 25P. blanket—25P. Pillow—12P. Bed Sheet/and each other items.

*Note.—*For account purpose a day or half day would be counted as:

- (a) Forenoon to forenoon .. Full day,
- (b) Forenoon to afternoon .. Half day,
- (c) Passing of a night .. Full day, and
- (d) Passing of less than 12 hours during day Half day.

7. (i) The Legislators of Himachal Pradesh shall be allowed to bring guests and family members and subject to availability of accommodation, the charges for each guest as also a family member shall be at the rate of Re. 0.50 P. per bed per day, if staying in Member's room. But in case the guest requires and is allowed to occupy an independent suite the charges will be the same as for the Member himself.

(ii) Officers may bring their family members and accommodate them in their rooms as guests at half the rate per day as chargeable from them and if independent suites allowed, at full rate payable by the officer concerned.

(iii) In no case a single suite shall be occupied by more than two persons including lodger himself.

(iv) The arrival and departure of lodgers would be recorded by them in the register to be maintained for the purpose.

(v) Persons who are not Members of the Himachal Pradesh Assembly will not be entitled to stay in the Hostel for more than three days.

(vi) A lodger who records his departure without surrendering the possession of his room to the Receptionist will be charged rent till such possessin has been given. (If a lodger leaves any of his belongings in a suite he will be deemed to be in occupation of the same).

8. Lodgers shall be responsible for their property themselves. In no case shall the Government be responsible for loss of and damage to the personal property of the lodger.

9. *Messing Arrangements.*—An agency if appointed for the purpose will run the catering arrangements at fixed rates and lodgers may avail of the same and arrange directly with the said agency.

Bed tea only will be served at the bed. Breakfast, etc., shall have to be taken in the dinning room.

10. Bills for lodging and catering shall be settled in full by lodgers. In case of the Legislators, the lodging charges, etc., shall, without prejudice to any other mode of recovery, be recovered by deduction from the bills of their monthly salary and allowances if not settled by them within a month from the date of occupation, and in case of others charges will have to be paid in full in advance to the Receptionist against proper receipt.

11. (i) Lodgers shall use electricity and water as economically as possible and shall not leave water tap and lights on when they leave their rooms and shall not use electric heaters, radios or other appliances from the electric points in the room, excepting those which are provided by the Government.

(ii) Lodgers shall be liable for any loss or damage caused to crockery utensils, the furniture or fittings in the suites in their occupation or in the occupation of their guests or family members and shall make a note of it in the register and also pay the cost of damage before vacation.

(iii) No dogs or pets shall be allowed in the suites;

(iv) No cooking shall be permitted either in the rooms or in the verandahs of the Hostel. The lodgers shall have to provide their own bedings and linen, etc. breakfast, lunch dinner etc., are required to be eaten in the dinning rooms and at no other place.

(v) The servants attached to the Hostel shall not be used for personal errands or for any private work.

(vi) The reservation shall not be made by any one entitled for accommodation under these Rules for some one else not so entitled, neither shall the accommodation be sub-let in whole or in part for any purpose whatsoever;

(vii) The lodgers' servants will not be allowed to sleep or to smoke in passages, corridors or any other places within the premises;

(viii) A telephone service is provided on the premises for convenience of lodgers. Trunk calls shall be allowed to be made from the telephone(s) on payment of full charges in advance to the attendant incharge of the telephone and entry, thereof shall be made in the register.

FORM 'A'

APPLICATION FOR THE ALLOTMENT OF ACCOMMODATION IN SIMLA FOR THE MEMBERS OF LEGISLATURE

1. Full name (in block letters).....
2. Permanent Address.....
3. Present Address.....
4. Occupation and Status.....
5. Dates on which accommodation is required (inclusive).....
6. Type of accommodation required (single room suite/double room suites)
7. Whether prior reservation is required.....

CERTIFICATE THAT I have read the rules governing the allotment of accommodation in Himachal Pradesh Legislators' Hostel (Lytton Block and Western Cottage Grand Hotel) at Simla and I declare that the particulars given above by me are correct and that the allotment to be made to me or already made to me shall be subject to those rules and subsequent amendments, if any, thereto. I also undertake not to sub-let the residence wholly or in part and for any purpose. When the residence is no longer required by me or I cease to be entitled to it, I shall be responsible for handing over its vacant possession to the Receptionist or any other duly authorised representative of the Secretary, Himachal Pradesh Vidhan Sabha and until such vacant possession is delivered, rent and other charge in respect of the residence shall be recoverable from me.

I agree to pay the charges for the accommodation each week to the Receptionist or any other duly authorised representative of Secretary, Himachal Pradesh Vidhan Sabha and shall obtain a receipt therefor and in case any payments are due from me for the lodging, they shall without prejudice to any other mode of recovery available to Government be recoverable from my pay or T.A. claims etc.

Date.....

Signature,
Occupation.

NOT TO BE FILLED IN BY THE APPLICANT

The applicant is/is not allotted accommodation from..... to.....

Secretary,
Himachal Pradesh Vidhan Sabha.

FORM 'B'

APPLICATION FOR THE ALLOTMENT OF ACCOMMODATION IN SIMLA FOR PERSONS OTHER THAN MEMBERS OF HIMACHAL PRADESH VIDHAN SABHA

1. Full name (in block letters).....
2. Permanent Address.....
3. Present Address.....
4. Occupation and Status.....
5. Dates on which accommodation is required (inclusive).....
6. Names of persons for whom it is required and relationship of the persons with the applicant.....
7. Purpose of stay in Simla.....

CERTIFIED THAT I have read the rules governing the allotment of accommodation in Himachal Pradesh Legislators Hostel (Lyton Block and Western Cottage Grand Hotel) at Simla and I declare that the particulars given by me above are correct and that the allotment to be made to me shall be subject to those rules and subsequent amendments if any, thereto. I also undertake not to sub-let or use the residence or any portion of it for any other purpose. When the period for which the accommodation is allotted to me is over, I shall be responsible for peacefully handing over its vacant possession to the Receptionist or any other duly authorised representative of Secretary, Himachal Pradesh Vidhan Sabha and until such vacant possession is delivered, rent and other charges in respect of the residence shall be recoverable from me.

I agree to pay the charges for the accommodation in advance to the Receptionist or any other duly authorised representative of Secretary, Himachal Pradesh Vidhan Sabha, and shall obtain a receipt therefor and in case any payments are due from me for the lodging, they shall without prejudice to any other mode of recovery available to Government be recoverable from my pay, T.A. or any other claims.

I understand that my lodging is on the basis of leave and licence and I shall vacate the premises within 24 hours if called upon to do so.

Signature,

Date.....

Occupation.

NOT TO BE FILLED IN BY THE APPLICANT

The applicant is/is not allotted accommodation from..... to.....

Date.....

Secretary,
Himachal Pradesh Vidhan Sabha.